



PERFORM TO TRANSFORM Performance Systems & Improvement Plans

17-18 AUG 2026 | 9.00AM - 5.00PM

MEFA TRAINING CENTER, PJ

Course Overview

The Perform to Transform - Performance Systems & Improvement Plans course equips leaders with structured frameworks to transition underperformance into measurable success. Participants explore the mechanics of modern performance tracking systems, learn to isolate root execution gaps, and build legally defensible Performance Improvement Plans (PIPs). Moving past basic metrics, this program balances strict operational accountability with active coaching strategies to rebuild psychological safety. Leaders leave ready to set clear expectations, conduct constructive feedback milestones, and guide struggling employees toward standard alignment or transparent career exits. Ultimately, the syllabus turns routine performance monitoring from a punitive tool into a dynamic mechanism for long-term cultural and organizational evolution.

Who Should Attend

- Human Resource Professionals
- People Managers & Supervisors
- Operations & Department Heads
- Employee Relations Specialists
- Business Owners and Directors

Learning Outcomes

Participants will be able to :

- Design compliant improvement frameworks easily.
- Isolate underlying employee execution bottlenecks.
- Establish objective, measurable success metrics.
- Deliver constructive, growth-oriented feedback loops.
- Mitigate corporate legal termination risks.

Course Registration :



RM2,000

(Price Inclusive of 8% SST)

HRDC Claimable*

<https://forms.cloud.microsoft/r/Enu9DMb4N3>



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Course Structure

Time	Agenda
DAY 1	
8:30am - 9:00am	Registration
9:00 - 9:30am	• Course Introduction / ice Breaking
9:30 - 10:45am	MODULE 1 :Foundations of High-Performance Systems
10:45 - 11:00am	Break
10:45 - 1.00pm	MODULE 2 : Diagnosing Root Causes of Underperformance
1.00 - 2.00pm	• Lunch Break
2.00 - 3:30pm	MODULE 3: Designing Compliant Performance Improvement Plans
3.30- 3.45pm	Break
3.45 - 5:00pm	MODULE 4 : Setting Objective and Measurable KPIs
DAY 2	
8:30- 9:00am	Registration
9:00 - 9:30am	Reflection Day 1
9:30 - 10:45am	MODULE 5 : Masterclass in Delivering Constructive Feedback
10:45 - 11:00am	Break
11:00 - 1:00pm	MODULE 6 : Active Coaching and Progress Monitoring
1:00 - 2.00pm	Lunch Break
2.00 - 3:30pm	MODULE 7: Legal Compliance and Risk Mitigation
3.30- 3.45pm	Break
3.45 – 4.45pm	MODULE 8 : Managing Outcomes and Career Transitions
4.45-5.00pm	Q&A Session pm

Trainer Profile



**NOR AINA KAMARUDDIN
(TRAINING CONSULTANT)**

Nor Aina Kamaruddin (“Aina”) brings over three decades of HR leadership experience across diverse sectors, including banking, finance, insurance, telecommunications, and shared services. She is widely recognized for her expertise in designing and executing strategic HR initiatives that drive organizational transformation, enhance workforce capabilities, and support sustainable business growth. As an accredited HRD Corp Trainer, Aina has successfully guided organizations through complex HR challenges, delivering practical, results-oriented solutions with a strong emphasis on long-term impact. Her training portfolio spans core HR disciplines as well as advanced technical areas, enabling businesses to build resilient and future-ready teams. With deep regional expertise in Southeast Asia, Aina offers valuable insights into the evolving HR landscape and the unique cultural and regulatory dynamics shaping workforce strategies. She is passionate about empowering organizations and leaders to achieve excellence through people-centric approaches..

